



Office Safety Policy

Number: J-16

Revision: 0

Effective Date:
09-21-2009

Pages: 3

1.0 Policy/Procedure

Following safe work procedures in the office can prevent many accidents. Employees shall follow these guidelines:

- Running in hallways and offices is not permitted.
- When walking in a passageway, keep to the right.
- Accidents can result when persons stand in front of doors, so stand away from the path of the door swing.
- Prevent fall and trip hazards by keeping stairways, aisles and walk areas clear of boxes, loose materials, wires and other small objects.
- Immediately clean up spilled liquids.
- Do not attempt to carry stacks of materials which are high enough to obstruct vision.
- Always use handrails when using stairways.
- Proper attention should be given to the act of ascending or descending stairs.
- Don't lean from a chair to pick up objects from the floor.
- Don't propel a chair across the floor while seated.
- Be careful sitting down. Sit in the center of a chair and not on the edge. Watch out for chairs on casters which can be inadvertently pushed from under you when you attempt to sit down. Place your hand behind you to make sure your chair is in place before you settle into it.
- Don't stand on a chair, stools or other unstable surface to reach for an object. Use a ladder.
- Don't sit on the edges of desks, tables, boxes, or low filing cabinets.
- Place wastebaskets, briefcases, umbrella stands, personal items, work items, and similar objects where they will not present a tripping or other hazard.
- To prevent slips and falls and injury from dropped or fallen objects wear shoes that are comfortable and safe, compatible with your work environment.
- Dispose of broken glass properly to prevent injury to others during waste handling. Bag and wrap broken glass with heavy paper to prevent penetration by sharp edges and identify contents. Sharps such as razor blades shall be disposed of in an

impermeable closed container. Medical waste sharps require immediate deposit in biohazard sharps containers and hazardous material controls for disposal.

- Use with caution, razor blades, knives, scissors, letter openers and other objects with sharp edges or points. Keep razor blades in protective containers. Never keep loose razor blades in desk drawers.
- Never fasten envelopes with pins or staples. Exercise care to avoid paper cuts.
- Fasten loose papers together with paper clips or staples, never with pins. Exercise care when loading or using staple machines. Use a proper staple remover for removing staples. Properly dispose of broken staple removers and staples.
- Keep fingers away from the sharp edge of paper cutters. Never leave a cutting knife in a raised position. All guillotine type paper cutters shall have a finger guard; other types of paper cutters shall have proper finger protection.
- Do not indulge in any form of horseplay, such as propelling paper clips, rubber bands, etc. Horseplay is strictly prohibited.
- Wear proper shoes at all times.
- Properly store office supplies.

Filing Cabinets

- Always be alert for a top-heavy filing cabinet. Heavy filing cabinets shall be secured to prevent tipping over.
- Exercise care in opening and closing file drawers. Open one file drawer at a time and close it with the handle, making sure your fingers are clear. Never close a drawer with your knee, elbow or any other part of your body other than your hand. **Close each drawer immediately after use, even if you plan to reopen it in a short time.**
- Never climb on open file drawers.
- Properly store small non-slip step stools (used to access upper file cabinets) out of passageways.
- Wear finger guards to avoid paper cuts.

Office Machines

- Do not place computers or other office equipment too close to the edge of a desk or other surface.
- Machines that tend to vibrate during operation shall be fastened down or secured with rubber feet or rubber mats.
- Electric office machines shall be properly grounded or double insulated to safeguard against electrical shock.
- Do not attempt to repair office equipment unless you have been authorized and trained. Opening guarded equipment may cause electrical shock, burns or exposure to dangerous fumes or air particles.

- If you are unfamiliar with the proper grounding procedures, see your supervisor. Notify your supervisor of any convenience outlets that are not three-hole grounding receptacles or that are damaged.
- Exercise care to prevent electrical cords on office machines and telephones from becoming tripping hazards. Avoid stretching cords between desks or across aisles. If such a procedure is temporarily unavoidable, employ some means of calling attention to the cord and/or tape the cord to the floor or place in a wire cover.
- Extension cords should only be used on a temporary basis. Notify your supervisor if additional outlets are required.